
To: Jane Doe

Subject: Inquiry Official Appointment(s)

In accordance with *DOE M 470.4-1, Chapter 1, Paragraph 4., Inquiry Officials*, and *U. S. DOE ORO Implementing Instructions for incidents of Security Concern, dated February 16, 2006*, disseminated through Contracting Officer's Representatives, submission of formal, written nominations for Inquiry Official appointments must be transmitted to this office.

Inquiry Official designations must be based on successful completion of DOE inquiry training or documented investigation/inquiry experience (e.g., investigations, fact-finding, interviews, report writing skills, etc.). Inquiry Official appointments must be made to the (Office of Security, include address). **The following information must be included in the nomination:**

Organization Name (as it appears on FDAR)

Facility Code

Appointee's name

Conduct of Inquiry completion certificate, or

Documented proof of prior investigative experience either criminal or administrative

Facilities not having employees currently assigned or contracted to perform inquiries must furnish documentation of any agreement addressing any such arrangement. Please provide the above information for anyone you will use to conduct inquiries into incidents of security concern at your facilities.

If you have any questions, please call XXXX at XXXXXX.

05/15/2007

SAMPLE - INQUIRY OFFICIAL APPOINTMENT LETTER

January 23, 2007

Mr. John Smith, Director
XYZ Company
P.O. Box 1234
Oak Ridge, Tennessee 37831

Dear Mr. Smith:

Reference: Letter dated December 6, 2005, Subject: Contract Number xxxx, Inquiry Official Authorization - Ms. Jane Doe

In accordance with DOE Order 471.4, Incidents of Security Concern, paragraph 5k(10), and its successor directive DOE M 470.4-1, Section N, Chapter 1, paragraph 4.a-f, the authority to appoint Inquiry Officials rests with the Manager, Oak Ridge Office. That authority has been further delegated by the Manager to me as the ORO Classified Matter Protection and Control (CMPC) Operations Manager (see enclosure).

Based upon satisfactory review of the inquiry/investigative experience and/or training, Ms. Jane Doe, is hereby appointed an Inquiry Official for XYZ Company. In this capacity, Ms. Doe is authorized to conduct inquiries into incidents of security concern occurring at XYZ Company and involving its employees and subcontractor employees. Inquiries will be conducted in accordance with DOE requirements and ORO implementing guidance. Any changes in inquiry official appointments such as terminations or new requests must be communicated to me in writing.

Additionally, in accordance with 32 CFR, Subpart 2003.20(0, Ms. Doe is granted the authority to witness and accept the Classified Information Nondisclosure Agreement, SF-312, on behalf of the U. S. Government, as necessary, during the conduct of an incident of security concern inquiry. The original executed SF-312 must be transmitted to this office along with a copy included in the final inquiry report.

Mr. John Smith

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Please contact me on 865-576-6963 if you have any questions regarding this inquiry official appointment.

Sincerely,

Linda M. Eble, CMPC Operations Manager Office of
Security and Emergency Management

Enclosures:

Delegation of Authority Memorandum

(Boyd to Eble) Classified Information

Nondisclosure

Agreement Briefing Booklet

United States Government
Energy

Department of

Oak Ridge Operations
Office

Memorandum

DATE: June 7, 2004

REPLY TO
ATTNOF: OS-205:Eble

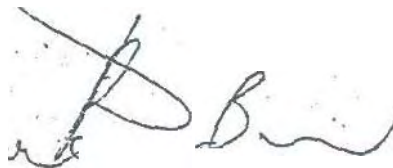
SUBJECT: **DESIGNATION OF INQUIRY OFFICIAL/DELEGATION OF AUTHORITY TO APPOINT
INQUIRY OFFICIALS**

TO. Linda Eble, ORO Classified Matter Protection and Control Operations Manager, OS-205

Reference: DOE 0471.4, incidents of Security Concern, paragraph 5k(10), "Inquiry
Officials must be designated by the Head of the Field Element."

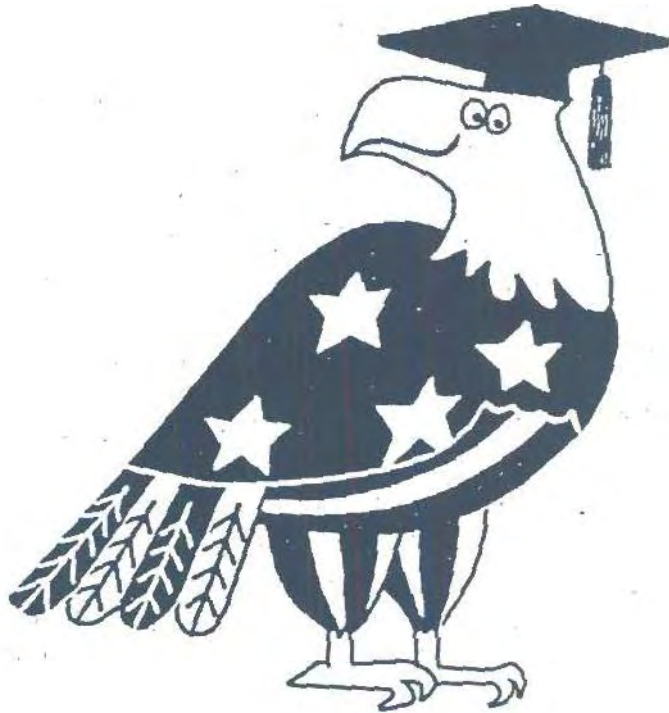
In accordance with the above referenced DOE Order. You are hereby designated an Inquiry Official for the purpose of conducting inquiries into incidents of security concern involving ORO and its contractor facilities. Further, you are delegated the authority to appoint Inquiry Officials for the purpose of conducting inquiries into incidents of security concern involving ORO and its contractor/subcontractor facilities. Inquiry Officials must have previous inquiry experience or Departmental inquiry training and must be knowledgeable of appropriate laws. Executive Orders, Departmental directives, and/or regulatory requirements. Designated Inquiry Officials will be appointed in writing. You may also delegate the authority for the designated inquiry Officials to appoint Inquiry Officers, providing the Inquiry Officers meet all of the same requirements of an Inquiry Official.

Additionally, in accordance with 32 CFR, Subpart 2003.20(f), you may authorize Inquiry Officials to witness and accept the Classified Information Nondisclosure Agreement, SF-312, on behalf of the U. S. Government, as necessary, during the conduct of an incident of security concern inquiry.



Gerald
G.Boyd
Manager

Classified Information
Nondisclosure Agreement
(Standard Form 312)
Briefing Booklet



(Classification)

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 10 (minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to information, Records, and Resource Management, MA-41-GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, Washington, DC 20874-1290, and to the Office of Management and Budget (OMB) Paperwork Reduction Project (1910-1800), Washington, DC 20503

UNITED STATES DEPARTMENT OF ENERGY
OFFICE OF SAFEGUARDS AND SECURITY**Security Incident Notification Report**

Date/time of Incident Discovery:

Classification Level: TOP SECRET ☐ SECRET ☐ CONFIDENTIAL ☐Category of Information Involved: RD ☐ FRD ☐ NSi ☐Applicable Identifiers: WD ☐ WFO ☐ SAP ☐ FGI ☐ OGA ☐

Facility/Location of Incident:

Form(s) of the Information Involved:

Magnetic Media ☐ Internet ☐Discussion ☐Facsimile ☐ Hard Copy ☐Visual ☐Multimedia D E-Mail ☐Other ☐ _____

Brief Description of the Incident:

Point of Contact: _____
Name Telephone Number Secure Fax Number

(Classification)